



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Christina K. Daly

**Date:** 8/3/2016

**Subject:** Confidential Information - MFMP

**Section:** FDJJ – 1415

**Originating Office:** Administrative Services

**Authority:** Chapter 119.071, Florida Statute

**Related References:** Section 119.071, Florida Statute  
Section 257.36(5), Florida Statute  
Rule 60A-1.033, Florida Administrative Code  
Section 1-26.003, Florida Administrative Code  
Reference Guide for State Expenditures (March 2003), Department of Financial Services  
American Health Insurance Portability and Accountability Act of 1996 (HIPAA)

**Purpose:** This policy provides guidelines for management and workforce members to ensure confidential information is edited or redacted out of supporting documentation scanned into MyFloridaMarketPlace (MFMP) and not entered into any of the comment boxes.

**Offices Affected by the Policy:** All offices within the Department that scan and/or attach documents or enter comments into MyFloridaMarketPlace.

### **POLICY STATEMENT:**

- The Department of Juvenile Justice (DJJ) shall not disclose protected information violating areas referenced in Chapter 119, Florida Statute, as well as federal law and regulations such as HIPAA and any other state confidentiality laws for documents scanned into MFMP.
- The DJJ MFMP Privacy Officer shall provide training to staff on confidentiality requirements related to accessing MFMP, monitoring a sampling of MFMP transactions on a monthly basis to ensure compliance with those requirements.
- Employees who are going to be MFMP users are required to acknowledge completion of this training and their understanding of the confidentiality requirements of this policy.
- MFMP users shall not enter personal confidential information contained in quotes or backup documentation for purchase orders or invoices into MFMP.

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- MFMP users shall copy supporting documentation for paper quotes, contractual service agreements, and any other payment documents, and edit or redact all confidential information prior to scanning into MFMP. Originals shall be maintained for subsequent audit purposes.
- MFMP users shall take the necessary steps to configure scanners to capture images in the most efficient manner, e.g. 300 dpi, black and white; to ensure attachments on a MyFloridaMarketPlace transaction shall be less than 4 megabytes in size (includes sum of all attachments on the transaction); and documents attached to purchase orders are of specific file types that are supported by MyFloridaMarketPlace.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.